



# Request for Proposals (RFP)

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STRATEGIC PLANNING CONSULTANT

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## Organizational Background

The Achievable Foundation was incorporated in 1996 as a 501(c)(3) organization and its purpose was to serve as a safety net provider for individuals with intellectual and developmental disabilities (I/DD) by funding a number of immediate, short-term, critical needs of clients. In 2013 the organization changed its mission to address the lack of high-quality healthcare for individuals with I/DD. In so doing, the organization created the first of its kind community health center in California with the specialized focus of providing primary care and mental health services to individuals with I/DD and their families. Within a month of opening its doors the organization became a Federally Qualified Health Center and it expanded its services to other vulnerable populations.

As the organization continued to evolve from its early years the vision developed into changing the face of healthcare for people with intellectual and developmental disabilities. The mission became, to provide high quality, integrated care for individuals with intellectual and developmental disabilities, their families, and other vulnerable populations. Most recently the organization changed its name to Achievable Health.

Over the last 11 years, Achievable Health has increased the number of patients it serves to over 2,400 on an annual basis. This is an incredible feat given the organization's small physical footprint of 3,000 sq. ft. Given the small facility and the large demand for services, Achievable Health is on the verge of relocating into a larger facility that is 10,000 sq. ft. This move will allow the organization to more than double the amount patients it can serve annually. Achievable Health expects to open the doors to its new home in Culver City by October of 2024.

More information about Achievable Health is available at [www.achievable.org](http://www.achievable.org).

## Project Overview

Achievable Health completed its three-year strategic plan in December 2023. However, several key goals including goals focused on the organization's expansion were still relevant. As a result, the Board of Directors approved a one-year interim strategic plan that will carry the organization through December of 2024. During the last quarter of 2024 Achievable Health will have completed its relocation and expansion. Thus, the organization's 13-member Board of Directors and staff leadership will be poised to lay out its roadmap for continued operational and financial growth over the next three years. Part of the strategic conversation will also be centered around the principles of Justice, Equity, Diversity, Inclusion plus Belonging (JEDI+B). The three-year strategic plan will be completed before the end of 2024.

## Scope of Work

The project will involve the following:

- Conduct an environmental scan, a SWOT analysis and/or situation analysis;

- Create and administer a stakeholder survey and focused interviews of key volunteers, partners, and supporters;
- Facilitate strategic planning sessions to include board and staff leadership over two to three session with each session being 2-4 hours long;
- Conduct an assessment and renewal of the organizational Vision, Mission, and Values
- Create consensus to guide the development of goals and outcomes.

## Deliverables

- Summary of identified strategic issues to be addressed by the organization;
- List of strategic goals and recommended strategies to accomplish goals;
- Final Strategic Planning Document by the end of November 2024.

## General Instructions

- Any questions are to be submitted via email to [cibarra@achievable.org](mailto:cibarra@achievable.org) by 04/15/2024
- Proposals are to be submitted in PDF format via email to [cibarra@achievable.org](mailto:cibarra@achievable.org)
- **Proposals are due by 12 PM PST on 04/22/2024**

## Estimated Timeline

- 04/08/2024: Achievable Health to issue Strategic Plan RFP
- 04/10/2024: Deadline to submit questions about the RFP for response
- 04/15/2024: Achievable Health to submit responses to questions
- 04/25/2024: By 12:00 PM PST deadline for vendors to submit proposals
- 04/29/2024: Interviews to be conducted by Achievable Health with the top vendor(s)
- 05/01/2024: Achievable Health to select and notify vendor

## Content of Proposals

- A cover page with the consultant's/firm's name, contact person for the proposal, email address, and phone number;
- A brief description of the consultant/firm;
- The approach that will be taken in this strategic planning process;
- A summary of the experience of the consultant/firm in guiding organizations through a strategic planning process, list any experience working with non-profits and community health centers;
- Qualifications of all consultant's/firm team member's that will be assigned to the project and specify the lead on this project;
- A proposed project plan, timeline with major tasks, milestones, and deliverables outlined;

- Project cost and budget, include all anticipated costs such as preparation of deliverables, printing, and travel to Culver City, CA;
- Expected time commitment and other resources needed from Achievable Health staff;
- Contact information for three non-profit client references.

## Selection Criteria

- Understanding of the non-profit, healthcare, or disability sector with knowledge of community health centers as a plus *(0-10 Pts)*
- Qualification of staff to assigned to the project *(0-20 Pts)*
- Approach to engagement including methodology, clear outcomes, and realistic timetable *(0-20 Pts)*
- Experience working with diverse boards, experiences, and levels of sophistication, and levels of abilities *(0-20 Pts)*
- Price and budget *(0-20 Pts)*
- Vendor is not listed on the U.S. General Services Administrator's System for Award Management's (SAM's) as an excluded entity. *(10 Pts)*